

MONTANA STATE HOSPITAL POLICY AND PROCEDURE

DOOR STOP USAGE

Effective Date: February 24, 2009 Policy #: SF-09

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I. PURPOSE: To outline the use of door stops in patient occupied areas of Montana State Hospital.

II. POLICY:

- A. It is the policy of Montana State Hospital to provide a safe environment for all patients, staff and visitors.
- B. It is also the policy of Montana State Hospital to comply with all applicable fire and safety codes as published by the national Fire Protection Association (NFPA).

III. DEFINITIONS:

<u>Fire Door</u> – for the purpose of this policy a fire door is defined as a door which has an automatic closure on it and has a fire door rating.

<u>Door Stop</u> – any mechanical or non-mechanical device designed for the purpose of holding doors open without a human act.

<u>Designated Patient Occupied Area</u> – patient occupied areas are the main hospital building, Spratt building, Transitional Care Unit and the Residential Care Unit.

IV. RESPONSIBILITIES:

- A. The Safety Officer will enforce this policy through Montana State Hospital security officers and by conducting periodic inspections of all offices and rooms in patient occupied buildings. The Safety Officer will communicate to Management all repeat offenses to this policy and submit copies of all inspections to the Management Team and to the Safety Committee.
- B. All supervisory personnel will be responsible for disciplinary action for employees who do not follow this policy.
- C. The Housekeeping Supervisor will conduct training to all custodians on proper use of a portable door stop and procedures to be followed during fire emergencies.
- D. The Maintenance department shall maintain the integrity and proper functioning of all fire doors.

V. PROCEDURE:

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- A. All fire doors with automatic closures on them shall be maintained in a condition that if fully opened and released the door will automatically close and latch without assistance.
- B. Employees will not prop open any fire door in patient occupied areas except in cases of safety and security for patients, staff and visitors. Employees must remain in the immediate vicinity when a door is propped opened. Examples;
 - 1. To observe by staff during visits with patients in visiting rooms.
 - 2. For custodians to clean rooms and remain in sight of housekeeping carts. Door stops will be locked inside the cart when not in use.
 - 3. During interviews when the patient must be observed from the outside of the room by a staff for security/safety purposes.
 - 4. Door stop or furnishings holding the door open must be removed immediately when activity ends.
- C. In the event of fire and evacuation all employees using a door stop or chair to keep a fire door open shall remove the item from the path of the door closure before evacuating the area. No unoccupied room shall be left with the fire door propped open. Failure to close all doors during fire drills will be documented on Fire Drill Report forms and reported to supervisors as part of the post fire drill debriefing.
- D. Door stops or furniture holding a door open must be removed immediately when an activity ends and the room is vacated or no longer needs to be observed from the outside.
- **VI. REFERENCES:** National Fire Protection Association (NFPA) 101, Life Safety Code Standard 19.3.6.3
- VII. COLLABORATED WITH: Hospital Administrator, Safety Officer, Maintenance Supervisor, Housekeeping Supervisor, Director of Quality Improvement, Director of Nursing
- **VIII. RESCISSIONS:** None, new policy
- **IX. DISTRIBUTION:** All hospital policy manuals.
- X. REVIEW AND REISSUE DATE: February 2012
- XI. FOLLOW-UP RESPONSIBILITY: Safety Officer
- XII. ATTACHMENTS: None

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Ed Amberg	// Date	Connie Worl	Date
Hospital Administrator		Director of QI and PR	